

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Tree Supervisor/Arborist	Job Family: III
General Classification: Professional	Job Grade: 20

Definition: To plan, organize, direct and supervise the City's urban forestry program and related tree maintenance operations within the Parks and Forestry and Roadway Landscape operations; and to perform a variety of technical tasks relative to assigned area of responsibility.

Distinguishing Characteristics: The Tree Supervisor/Arborist is a single-class position which receives direction from the Parks and Open Space Manager or Parks Section Manager. He/she exercises direct and indirect supervision over assigned maintenance and technical personnel.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Recommends and assists in the implementation of goals and objectives; establishes schedules and methods for supervising the City's urban forestry program; implements policies and procedures.
2. Plans, prioritizes, assigns, supervises and reviews the work of staff involved in tree maintenance.
3. Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications; prepares various reports on operations and activities.
4. Participates in budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for additional resources; monitors and controls expenditures.
5. Participates in the selection of staff; provides or coordinates staff training; prepares performance evaluations; works with employees to correct deficiencies; implements disciplinary procedures.
6. Answers questions and provides information to the public; investigates complaints and recommends corrective action as necessary to resolve complaints.
7. Coordinates contract tree trimming activities; contract tree planting activities; reviews plans and specifications.
8. Enforces tree ordinance standards; manages Heritage tree program.

9. Performs other duties as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices of arboriculture, equipment, tools and materials used in proper tree care and maintenance; principles of supervision, training and performance evaluation; principles of municipal budget administration; pertinent local, State and Federal laws, ordinances and rules.

Ability to: Organize, implement and direct tree trimming maintenance activities; and pesticide application operation/activities; interpret and explain pertinent City and department policies and procedures; assist in the development and monitoring of an assigned program budget; develop and recommend policies and procedures related to assigned operations; establish and maintain effective working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing; operate applicable computer hardware and software applications; supervise, train and evaluate assigned staff.

Experience and Training Guidelines: Combination of relevant experience, education and training that will satisfy the required minimum qualifications, knowledge and abilities.

Completion of an Associate's degree in arboriculture or a related course of study and three years of increasingly responsible experience in tree maintenance activities, including one year of lead supervision responsibility.

Required Licenses or Certificates: Possession of a valid California Class C driver's license. Possession of, or ability to obtain within 18 months of appointment, a certified arborist certification.

Working Conditions: This position may be required to work extended or irregular hours for critical issues. May need to be available for contact after normal business hours.

Established October 1991

Revised December 2010

CLASS SPECS

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